

# YOUTH CARE WORKER Tompkins County

**Department:** Department of Social Services

**Classification:** Competitive

**Labor Grade:** I(9)

**Approved:** 12/20/88, Bd. Res. #384

**Revised:** 5/12/91

**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York state registered two-year college or university with an associate's degree in nursing, human services, child care, social work or a related field; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in a human services agency dealing with children and their families; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

**NOTE:** Possession of a valid New York State motor vehicle license is required.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

## **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for overseeing the activities of emotionally disturbed youth assigned to the Agency Operated Foster Home(s) or youth with the goal of independent living who may be residing in foster homes, a supervised apartment, or have been discharged from care. Duties include maintaining order and discipline and taking part in the planning and implementation of recreation, social and everyday living activities. It also involves providing support and relief services to the foster parents participating in the program. For youth with the goal of independent living it involves implementing and monitoring activities designed to further that goal and reporting at least monthly to the responsible Caseworker or Senior Caseworker on their progress. The work is performed under the direct supervision of a Senior Caseworker in accordance with established policies and procedures, with some leeway allowed for carrying out the details of the work. A Youth Care Worker does related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Supervises the activities of disturbed adolescents placed in the Agency Operated Foster Home(s);
- Transports assigned youth to activities such as clinic appointments, social and recreational activities;
- Provides relief for foster home parents on assigned evenings, weekends, vacation periods and in cases of emergency;
- Assists foster parents with other duties;
- Maintains accurate and timely records and makes periodic and special reports as required;
- Maintains follow-up contact with youth as required upon discharge;
- Meets frequently with youth assigned to AOFH program to maintain up-to-date information regarding their adjustment to foster care;
- Receives and reviews referrals from caseworkers of youth with the goal of independent living;
- Works cooperatively with the youth's caseworker and the youth to develop and implement a discharge plan;
- Assists youth in developing independent living skills through activities such as meal planning and preparation, budgeting, filling out employment applications and housecleaning;
- Visits youth in the supervised apartment to monitor progress, supervise activities and provide support;
- Keeps the youth's caseworker informed of the youth's progress through monthly written progress reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of state and local rules,
- Regulations and policies governing the provision of services to youth and families and youth in foster care programs;
- Thorough knowledge of various human, social and community services available within the area;
- Working knowledge of the interests, attitudes and behavior patterns of youth and adolescents;
- Working knowledge of management methods for small group care of adolescents;
- Ability to establish and maintain effective relationships with disturbed adolescents;
- Ability to plan and supervise activities to help troubled youth;
- Dependability; ability to maintain records and make oral and written reports;
- Physical condition commensurate with the demands of the position.